



NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

Accounting Assistant

Variable Hours, 12 months

Position Overview

The Accounting Assistant's focus is upon support of the Accounting Department including accounts payable, timecards, incidental billing, accounts receivable, and some general ledger responsibilities for North Hills Christian School. This employee is paid hourly. Position reports to the Staff Accountant, and performance is evaluated by the Staff Accountant.

Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications:

- High School Diploma
- Proficient in Excel

Preferred Qualifications:

- Associate's or Bachelor's Degree
- Proficient in QuickBooks

Essential Job Functions

- Prepare bank deposits
- Record invoices for payment and receipts for credit cards
- Post incidental billing and payments in FACTS, the school's third-party system
- Weekly Lunch orders for students
- Ensure the proper recording of sales tax and assist with semi-annual filing
- Assist employees with timecards or time off
- Assist with the CPA annual audit
- Assist with tuition receivables and month end journal entries
- This is not all-inclusive, as there may be other needs throughout the year

Working Conditions

- Office environment
- Occasional night and weekend work may be necessary; schedule is flexible



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Please submit resume, cover letter, and completed employment application to Lori Pittard,
lpittard@northhillschristian.com.